

DEPARTMENT OF ADMINISTRATION

Purpose: The Department of Administration (DoA) centralizes and consolidates the general administrative, management and fiscal functions of state government.

Authorities: MCA - Title 2, Chapters 15-17.

Roles & Responsibilities:

Administrative Financial Services Division

- Provide assistance to sister agencies regarding appropriate accounting functions. *[Coordination - Financial Management]*

Information Services Division

- Provide all computer technology support and data management for state government. *[Communications]*
- Provide telephone and data services to support emergency call centers or operations centers in major cities throughout the state. *[Communications]*

Architectural & Engineering Division

- Assist with or coordinate building damage assessment at the local, tribal or state level. *[Damage Assessment]*

General Services Division

- Coordinate the operational plan dealing with Continuity of Government and the ability of state government to continue providing critical services. *[Continuity of Government]*
- Assist with or coordinate building damage assessment at the county or state level. *[Damage Assessment]*
- Coordinate procuring & managing alternate state agency space leases to include assisting other governmental agencies with locating available building space. *[Technical Assistance]*
- Provide emergency contracting & procurement support. *[Technical Assistance]*

Personnel Support Division

Ensure that the necessary personnel and accounting policies dealing with disaster situations are in place. *[Coordination]*

- Provide personnel support for all state employee issues during a disaster. *[Technical Assistance]*

Risk Management & Tort Defense Division

- Provide insurance consultation on state owned assets that have been damaged. *[Technical Assistance]*